



1505 Precinct Line Road
Hurst, TX 76054
permits@hurstx.gov / 817-788-7087

CERTIFICATE OF OCCUPANCY PERMIT PROCESS

Application

1. Submit - a **complete** application (see front and back of application for instructions)
2. Review – staff / departments will review application AND documentation to verify appropriate zoning, building, and life safety use / compliance.
3. Notice – you will receive notice via email of approval, the need for more information, and / or other.
4. Inspections – upon approval, you may schedule inspections (see inspection process)

Inspections

1. If there is No electricity / power –
 - First establish an account with your provider of choice
 - Call the inspection request line 817-788-7096 – request temporary power (30 days maximum)
 - After the inspection passes, contact your electric provider to schedule for power to be turned on
2. Already have electricity / power
 - Go to step 3
3. Final Inspection – call the inspection request line 817-788-7096 to request a final inspection
 - The space / building must have all furniture and equipment in place and operating
 - The space / building must be ready to open for business
 - Power will be converted to permanent

Other Required Inspections

1. Fire Department – request a fire safety inspection via calling 817-788-7240 (electricity / power required)
2. Health Department (if applicable) – contact Tarrant County Health Department if your business includes any type of food. 817-321-4960.

Access –

The building or lease space must be unlocked and accessible for the Inspector between 8:00 am – 5:00 pm. If the building is locked or otherwise inaccessible, re-inspection fees may be assessed.

Upon passing all inspections, a Certificate of Occupancy will be mailed to the applicant. The Certificate must be framed and placed in a visible location near the entrance.